



USAID
FROM THE AMERICAN PEOPLE

AFGHANISTAN

SOLICITATION NUMBER: 72030619R10037

ISSUANCE DATE: July 02, 2019

CLOSING DATE/TIME: July 16, 2019 (4:30 pm)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) **Project Management Specialist (Humanitarian Assistance) - FSN-10 – (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to kblaidfsnjobs@usaid.gov

Sincerely,

Dustin Kohls
Executive Officer

Female candidates are strongly encouraged to apply

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72030619R10037**
- 2. ISSUANCE DATE: July 02, 2019**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: July 16, 2019 no later than 4:30 pm Kabul time.**
- 4. POSITION TITLE: Project Management Specialist (Humanitarian Assistance) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-10 (Step 1 – 13)**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one (1) year, with the possibility of extension up to a total of five (5) years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE:** Kabul, Afghanistan.
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful candidate is required to obtain U.S. Embassy Kabul, Afghanistan Regional Security Office (RSO) Security Clearance.
- 9. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

The USAID/Afghanistan Humanitarian Assistance Program Management Specialist is responsible for overseeing the mission's humanitarian portfolio in Afghanistan in conjunction with the mission's Senior Humanitarian Advisor, based in USAID/Afghanistan. The incumbent advises/informs on humanitarian conditions, trends and issues, the mission's humanitarian assistance strategy, Bureau for Humanitarian Assistance (currently OFDA & FFP) activities. The incumbent regularly interacts with a broad range of actors, including Afghan Government, United Nations agencies, Non-government Organizations (NGO), and donor counterparts. The incumbent works with the mission on developing Disaster Risk Reduction (DRR) programs requiring long-term development assistance that could be funded by the mission, replacing humanitarian assistance funding from the Bureau for Humanitarian Assistance.

2. Statement of Duties to be Performed

Program Management and Oversight

The incumbent supports the USAID/Afghanistan humanitarian assistance portfolio. The incumbent is responsible for program oversight, monitoring implementation and all administrative and documentation requirements dealing with the humanitarian assistance portfolio which includes projects funded by the Bureau for Humanitarian Assistance - BHA (currently OFDA and FFP). The incumbent supports the execution of the mission's humanitarian assistance strategy through responding to meet humanitarian and food assistance needs of natural and man-made disaster affected populations; building resilience by supporting community-based mechanisms that incorporate disaster risk reduction and emergency preparedness; and supporting coherent and coordinated national disaster preparedness and humanitarian response system. The incumbent is involved in the design, implementation, monitoring, and evaluation of humanitarian assistance projects throughout the country. The incumbent provides day to day management and coordination with USAID/Afghanistan Mission technical offices, other donors, and USAID implementing partners.

The incumbent is responsible for monitoring Bureau for Humanitarian Assistance (currently OFDA and FFP) projects and identifies implementation achievements, challenges and problems in performance of awardees and initiates appropriate actions in consultation with the USAID/Afghanistan Senior Humanitarian Advisor. The incumbent communicates with all BHA partners regarding the USAID/BHA rules and regulations, and on their obligation to USAID/BHA (currently OFDA and FFP). The incumbent is responsible for tracking results and performance indicators; receives periodic reports to ensure that program benchmarks and goals are being met; regularly meets with partners on their monitoring plans; identifies and assists in resolving problems; prepares reports with findings and recommendations and supplements these with oral briefings to the USAID/Afghanistan Senior Humanitarian Advisor.

Program Management and Coordination

The incumbent advises/informs on humanitarian needs, conditions, and issues, including the humanitarian coordination, humanitarian space and military actions and liaise with key stakeholders to exchange information on humanitarian assistance, as appropriate. Establishes and maintains mid to high level relationships with appropriate Afghan government representatives and represent the mission's humanitarian assistance portfolio at humanitarian meetings, when required.

Humanitarian Assistance and Disaster Response

The incumbent serves as a key Mission responder on disaster events; gathering data from all available resources, meeting with appropriate stakeholders, and analyzing and reporting to the USAID/Afghanistan Senior Humanitarian Advisor. The incumbent supports the U.S. Embassy in the event of a large scale disaster requiring a Disaster Assistance Response Team (DARTs) for

USAID/Afghanistan. The incumbent is responsible for ensuring timely and effective reporting on current humanitarian conditions in the field, the status of displaced persons, refugees, and other vulnerable groups. The incumbent assists the USAID/Afghanistan Senior Humanitarian Advisor with initiating new programs and activities for internally displaced persons, refugees, and other vulnerable groups, as appropriate.

The contractor is eligible for temporary duty (TDY) travel to U.S., or to other Missions abroad, to participate in the “Foreign Service National” Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship

Employee is supervised by the Senior Humanitarian Advisor.

4. Supervisory Controls

None.

10. AREA OF CONSIDERATION:

Cooperating Country National (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.1.4 d. “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.”

11. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

12. POINT OF CONTACT:

Any questions about this solicitation may be directed to: kblaidfsnjobs@usaid.gov . Applications submitted to this email address will not be considered.

Note: No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** Bachelor’s degree in international relations, public administration, international development studies, medicine, public health, international disaster management, and/or emergency management is required. (Education requirement must be met at the time of application for the subject position).

- b. Work Experience:** A minimum of five (5) years of experience in Afghanistan, of which a minimum of three (3) years have been in humanitarian relief-transition work with UN, International Organizations, or NGOs and two (2) years of project management experience. Technical experience in sectors such as health, nutrition, food security, protection, water/sanitation, and logistics is required. (Work experience requirement must be met at the time of application for the subject position).
- c. Language:** Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari or Pashto is required. (English language ability will be tested).
- d. Knowledge:** Knowledge of the structure of the international humanitarian system, knowledge of the function and operation of foreign aid programs, and familiarity with humanitarian relief operations. Technical training/experience in a specific humanitarian sector such as health, nutrition, food security, water/sanitation, logistics, and disaster risk reduction is preferred. In depth knowledge of disaster response and humanitarian assistance mechanisms in a complex emergency. The incumbent must be able to travel and interact independently with local decision makers, communities, and implementing partners.
- e. Skills and Abilities:** Demonstrated capability for perceptive analysis and the ability to write and speak effectively are required. The incumbent should be able to function well in an intense, high stress, close-security environment with limited movement and high workload. A high degree of professionalism, discretion, team work and demonstrated outstanding interpersonal skills is a must, in addition to sound judgement.

III. EVALUATION AND SELECTION FACTORS

Below factors will be used for screening candidates to be considered for English Proficiency and written examination.

• Work Experience	30 points
• Knowledge	35 points
• Skills and Abilities	35 points
Maximum Points:	100 points

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and to an oral interview.

IV. PRESENTING AN OFFER

- 13.** Applicants are requested to submit a complete application package which must include all required documents (provided below) to AFPAKjobs@usaid.gov with a Subject line **Project Management Specialist (Humanitarian Assistance) OHA FSN-10 (SOL#: 72030619R10037).** Offers must be received by the closing date and time specified in **Section I, item 3.**

REQUIRED DOCUMENTS:

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174) https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or curriculum vitae.

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

For Frequently Asked Questions (FAQs), please refer to below link:

https://docs.google.com/document/d/1rkZ_Xgdql4Mq9vroj16fJibBYElRhN0b9PGdldAc-G0/edit?usp=sharing

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with unsigned/old DS-174 form will not be considered.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR and/or WinZip file will not be considered.
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.
- Ø Offers must be received by the closing date and time specified in **Section I, item 3**.
- Ø To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S. Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Defined Contribution Plan (DCF) 12% of the base salary**
- c. **Transport Shuttle Service to Female Staff Only**
- d. **Premium Pay**
- e. **Leave Benefits**
- f. **Medical Benefits**
- g. **Death and Disability Benefits**
- h. **Retirement and other end of service benefits**
- i. **Travel and TDY Benefits**

VII. TAXES

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including contract clause “**General Provisions**,” available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.**-By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.**-See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.